

# **PERSON/CLIENT SETUP**

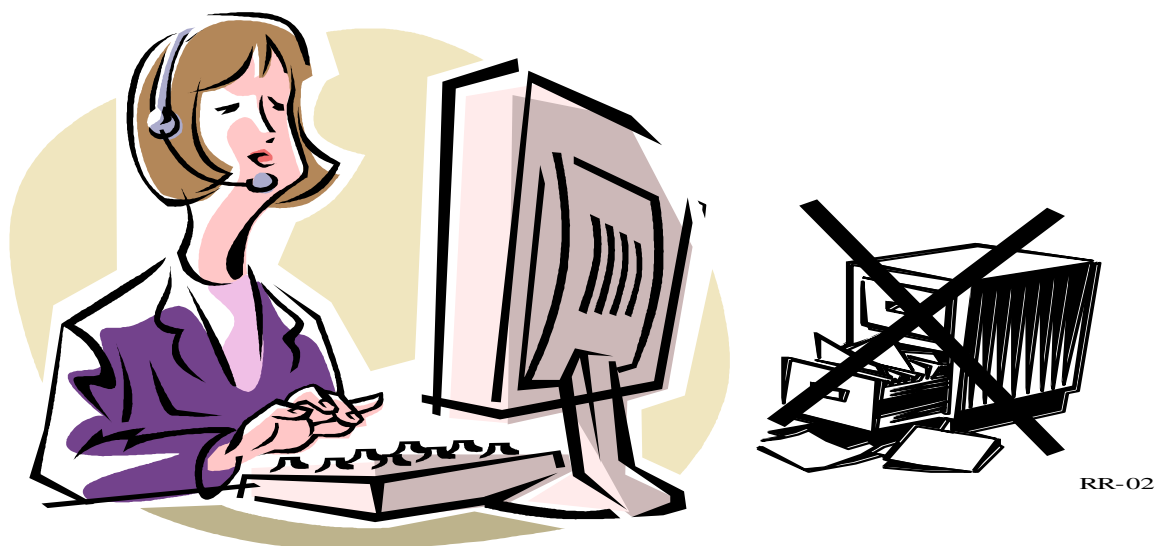
**Person Details**

**Client Setup**

**Security & Transfers**

**Client History**

# Person Search



- The database index contains all persons with a CAPS ID
- Search for all people before entering them into the system
- After search criteria is entered, a list of matches will be displayed
- A person may be a person (with CAPS ID) before they are made a client
- A person becomes a client when:
  - A CAPS ID has been assigned to a worker on the AXED (Assignment/Transfers Detail) screen

## PERS - Person Search

```
CAFSPERS                PERSON SEARCH                07/06/2016    9:20
USER ID : C81285
CAPS ID : 00000000    00    NAME:

                                LAST NAME : doe
                                FIRST NAME : jane_
                                MIDDLE NAME :
                                PHONETIC SEARCH : N

                                SSN :

                                DATE OF BIRTH :

                                RESIDENCE COUNTY :

                                SEX :

                                CAPS ID :

                                PATH:
```

- Use this screen to lookup or find out if a person is known to CAPS. If the person is already in CAPS, do not add the person again.
  - Type search criteria, press ENTER
  - PERL (Person List) will display a list of all persons known to CAPS, beginning with the person on the list *directly above those that match the search criteria*, or a message displays indicating no matches were found
- Search criteria is one of the following:
  - Name, SSN, or CAPS ID
  - If the search criteria entered is the CAPS ID or SSN, only an exact match will be displayed if a match exists.
  - The name search can also be more refined by entering a combination of item (e.g. Last name and Date of Birth)
- Search by:
  1. SSN or CAPS ID, if available
  2. Last Name (as little as one letter can be used to do a search). CAPS will do an alphabetic search based on the character(s) you've entered.
  3. Last Name (or partial Last Name) with Y entered in the Phonetic Search. Useful for multiple word names & names that could be spelled/entered different ways.
- If a name contains a space, CAPS sorts it before the A's, alphabetically.

## PERL - Person List

CAFSPERL PERSON LIST 07/18/2016 13:16  
 USER ID : C81285 PAGE NO: 1 MORE  
 CAPS ID : 00000000 00 NAME:  
 TO SELECT, ENTER S=SELECT, I=INQUIRE OR M=MODIFY

SEL	CAPS ID	NAME	DOB	AGE	SEX	SSN	CNTY	CAN /P C A
-	00001219	PICKLE, PAGET	09/05/2000	15	F	654-12-8973	25	
-	00001217	PICKLE, PAIGE	11/11/2001	14	F	654-78-9321	25	
-	00001216	PICKLE, PALMER	09/20/1988	27	M	258-74-1236		
-	00001214	PICKLE, PARKER	10/10/2010	5	M	352-15-2351		
-	00001215	PICKLE, PATRICIA	02/05/2007	9	F	685-23-6985		
-	00001209	PICKLE, PATTY	03/25/1980	36	F	951-59-5159		
-	00001212	PICKLE, PAUL	02/15/2007	9	M	965-89-6589	15	
-	00001211	PICKLE, PAULA	08/05/2003	12	F	365-23-6523	25	
-	00001218	PICKLE, PAYTON	05/15/1995	21	M	582-58-5258	15	

CAN/P: Child Abuse Neglect/Provider

- **C** = Involved in a CPS investigation where allegations were substantiated, and then took off.
- **P** = Person associated to a licensed provider/facility. Could be a group home employee, foster parent, etc.
- **B** = Both (C + P both apply to this individual)

PATH: \_

A person's CAPS ID stays the same forever.

- Displays information for persons that met the search criteria entered on PERS
- The select functions are listed at the top of the screen under the CAPS ID and NAME
- To change any detailed information for the person, type "M" in the SEL field next to the person for whom you want to modify information
  - The PERD screen will be displayed
- If a person is selected with an "I", PERD will be displayed in INQUIRE only - no changes may be made at this time
- "S" (select) can only be used if an F12 lookup is being done from CAPS ID field on another screen. This will "select" the person and bring the info back to the other screen.
- If person exists/is listed on PERL, use it. Have the assigned worker transfer if necessary.
- To add a new person to the database, press F11
  - The PERD (Person Detail) screen will be displayed in ADD mode
- F2 will return you back to PERS (Person Search)

## PERD - Person Detail

CAFSPERD PERSON DETAIL 07/18/2010 13:18

USER ID : C81285 MODIFY  
CAPS ID : 00001208 00 NAME: PICKLE, PENNY

LAST NAME : PICKLE  
FIRST NAME : PENNY AKA:  
MIDDLE NAME : CAN: N  
SUFFIX : P SSN VERIF:  
SEL P/S-- SSN ---- SEL P/S-- SSN ----  
P 753-57-5357 -

DRIVERS LICENSE ST: NUMBER:  
BIRTH DT : 04/05/2002 VERIF: AGE: 14  
PLACE :  
DATE DECEASED :  
SEX CODE : F FEMALE  
ETHNICITY : CA  
HSPNC ORGN : N IDENTITY VERIF:  
MARITAL STATUS: DATE:

ASSIGNED WORKER INFORMATION  
WORKER ID: C74142SW RGN: 4 CNTY: 025  
NAME: DEE, TWEEDLE  
PHONE NO: 406 443-8638 EXT: 1  
SECONDARY:

ADDRESS  
LINE1 : 345 FARKLE RD  
LINE2 :  
CITY : HELENA  
STATE : MT ZIP CODE : 59601 -  
COUNTY: 25 LEWIS & CLARK  
TELEPHONE :

EMPLOYMENT  
NAME : STATUS :  
PHONE: INCOME : START DATE:  
OCC: END DATE:  
SHFT+F10=CLRSSN

PATH: \_

Display only (AXED).  
If blank, person is not a client.

A(dd)  
P(rietary)  
(SSN)

Display only  
(ADDD)

Display only  
(EMPL)

- The Person Detail screen is used to enter or display general information about persons in the system
  - This information is available to all workers
- If the ADD function (F11) was performed on PERL, CAPS will assign the CAPS ID when you press ENTER to update the screen. After Enter is pressed, you can F11 on PERD to add another person, as long as the last name is the same.
- For SSN's, indicate on the select field A (ADD), M(MODIFY), D(DELETE) and whether it is a P(Primary) or S(Secondary)
- ASSIGNED WORKER INFORMATION will be displayed once the person has been assigned to a worker on AXED (Assignment/Transfers Detail)
- RESIDENT ADDRESS information will be displayed once the ADDD screen is completed
- EMPLOYMENT information will be displayed once the EMPL screen is completed
- Last Name and First Name are the only fields required in order to create a CAPS ID
- Verifications for SSN and Date of Birth are received through an interface with the

Display only on PERD

CHIMES system. Verifications for Identity are received through an interface with CHIMES, or entered by IVE unit staff. These verification fields are populated when the person is a Client, going into paid care, who has applied for Medicaid. These items verified via Interface (IN) cannot be updated in CAPS.

```

CAFSPERD                                PERSON DETAIL                                07/18/2016   13:18
USER ID : C81285  MODIFY
CAPS ID : 00001208  00  NAME: PICKLE, PENNY

LAST NAME : PICKLE                                ASSIGNED WORKER INFORMATION
FIRST NAME : PENNY                                WORKER ID: C74142SW  RGN: 4  CNTY: 025
MIDDLE NAME :                                     CAN: N  NAME: DEE, TWEEDLE
SUFFIX :                                     P SSN VERIF:
SEL P/S-- SSN ---- SEL P/S-- SSN ----  PHONE NO: 406 443-8638 EXT: 1
P 753-57-5357  SECONDARY:

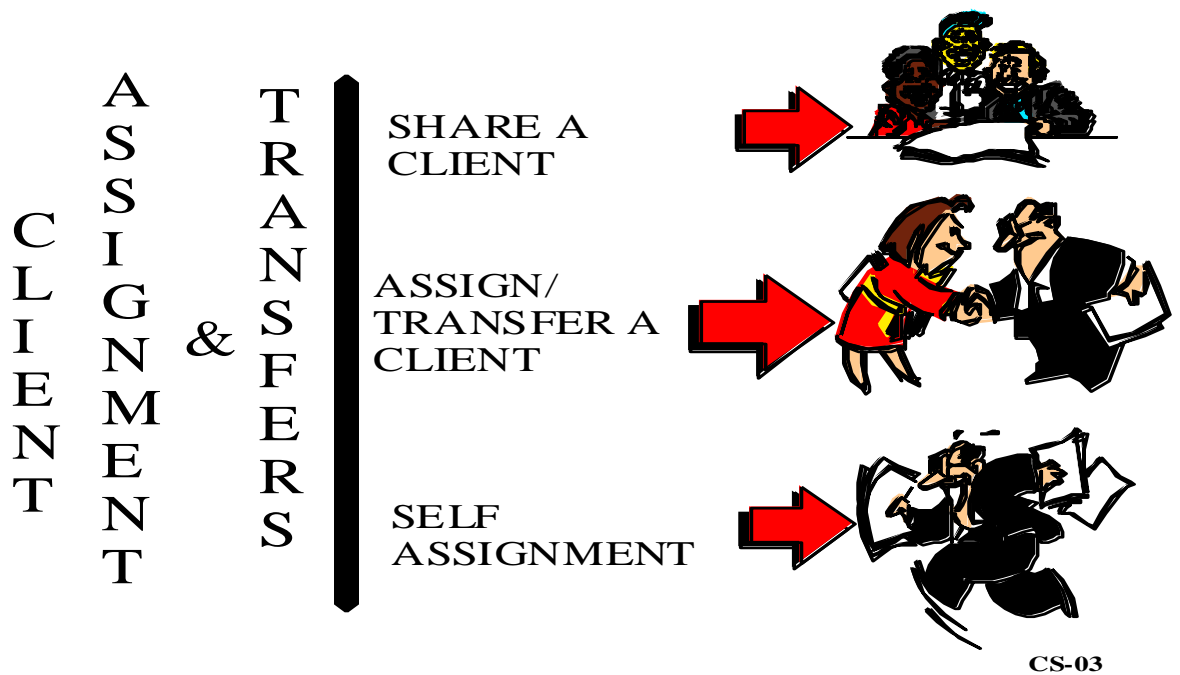
DRIVERS LICENSE ST:  NUMBER:  ADDRESS -----
BIRTH DT : 04/05/2002  VERIF:  AGE: 14  LINE1 : 345 FARKLE RD
PLACE :  LINE2 :
DATE DECEASED :  CITY : HELENA
SEX CODE : F  FEMALE  STATE : MT  ZIP CODE : 59601 -
ETHNICITY : CA  COUNTY: 25  LEWIS & CLARK
HSPNC ORGN : N  IDENTITY VERIF:
MARITAL STATUS:  DATE:  TELEPHONE :

----- EMPLOYMENT -----
NAME :  STATUS :
PHONE:  INCOME :  START DATE:
OCC:  END DATE:
SHFT+F10=CLRSSN  PATH: _

```

Up to 6  
ETHNICITY  
codes  
allowed.  
Required for  
clients.

- Up to six (6) ethnicity codes can be entered in the ETHNICITY field. When the worker presses F12 (code table lookup), six codes can be selected at one time. ABANDONED AT BIRTH, DECLINED, PARENT(S) INCAPACITATED and DECLINED are options.
- When Ethnicity field is entered, HSPNC ORGN field becomes required. Choices are Y, N, D, or U. Guidelines for this field are as follows:
  - 1) Type Y if the person is a Mexican, Puerto Rican, Central or South American person or person of other Spanish origin, regardless of race.
  - 2) The U means UNABLE TO DETERMINE and should be used rarely - only if the child is very young or is severely disabled and no person is available to determine whether or not the child is of Hispanic origin.
  - 3) The D means DECLINED and should be used if the person/client declines to provide this information.



- You can make assignments and transfers on one screen
- You can do different assignment/transfer processes in CAPS
  - Assign a person to become a client
  - Re-assign a closed client
  - Supervisors can assign clients
  - Make a permanent transfer of a client, facility or report
  - Share access of a client to multiple users
  - Grant temporary read only access

## AXED - Assignment/Transfers Detail

CAFSAXED                      ASSIGNMENTS/TRANSFERS DETAIL                      07/18/2016                      12:19  
USER ID : C74142SW

PROCESSING CLIENT : 0001656  
NAME : DOE, BRANDY

FUNCTION : T (ENTER A=ASSIGN, T=TRANSFER,  
R=READ ONLY, S=SHARE)

COURTESY SUPERVISED?:  
FROM USER : C74142SW DEE, TWEEDLE  
TO USER : C74142W WORKER, SOCIAL

TYPE : P (T=TEMPORARY, P=PERMANENT)

ENTER START DATE OF TRANSFER  
OR CLIENT EFFECTIVE DATE: 07/18/2016  
END DATE: 99/99/9999

IS THIS A PRI

Remember to **Shift+F4** to Confirm your entry!

FS900354 TO CONFIRM, PRESS F16(SHIFT+F4) . PATH: \_

Type codes for  
**ENTITY TYPE**,  
**PROCESSING**  
**#**, **FUNCTION**  
fields & press  
Enter if you want  
CAPS messages  
to guide you in  
completing the  
rest of the  
required fields.

- The process of assigning a person to a worker makes the person a client.
- This screen can be used to:
  - Assign a person to a worker
  - Assign a client to a worker
  - Re-assign a closed client to a worker
  - Supervisor can assign a client to a worker
  - A worker can assign closed clients to their own caseload
  - A worker can share or grant temporary read only access for an entity.
- The F10 key allows you to select other persons from RELL (Relationship List) screen so multiple persons can be assigned to a worker at one time
- The system will not allow the worker to TRANSFER a client if
  - The client has any services that have any PENDING approval status
  - The client has any payments that are in UNAPPROVED, INCOMPLETE or MAILED status. Contact Central Office if the system stops you from transferring due to payment details, as they can take care of these for you
- It is VERY IMPORTANT that if a transfer is taking place between agencies (i.e., DPHHS to DOC) that the transfer is done promptly. This does affect funding source information for the new worker if not done immediately.
- When a transfer occurs, an event record is created and stored in the system

- **ASSIGNMENT** – This grants permanent access to the worker assigned. Requires:
  - **Entity Type**
  - **Processing field** = ID number (CAPS ID, if assigning individual to yourself)
  - **Function** = A
  - **To User** = (c number)
  - **Client Effective Date**
  - **Private Adoption indicator**
- **TRANSFER** - This grants permanent/or temporary access to another worker for a client, facility or report. CAPS defaults the Client Effective Date to the current system date. Requires:
  - **Entity Type**
  - **Processing field** = ID number
  - **Function** = T
  - **To User** = (other worker's c number)
- **SHARED ACCESS** - This grants shared permanent/temporary write access of a client to multiple users at one time. CAPS defaults the Client Effective Date to the current system date. Requires:
  - **Entity Type**
  - **Processing field** = ID number
  - **Function** = S
  - **Courtesy Supervised** = Y/N (only for sharing of **clients**)
  - **To User** = (other worker's c number)
  - **Type** = T (temporary) or P (permanent). If T, **End Date** is also required.

**Note:** To terminate shared access, a Release is performed by entering an 'R' on the CSLL (Caseload List) screen of the worker who with shared access.
- **READ ONLY** - This grants temporary read only access with an expiration date no greater than five days. CAPS defaults the Client Effective Date to the current system date. If the End Date and Type fields are left blank, CAPS defaults the End Date to 5 days past current date, and the Type of T (Temporary).
  - **Entity Type**
  - **Processing field** = ID number
  - **Function** = R
  - **To User** = (other worker's c number)

## CSLL - Caseload List

**F4**

CAFSCSLL CASELOAD LIST 07/14/2016 11:41  
 USER ID : C81285 PAGE NO: 1

DISPLAY C=CLIENTS,R=REPORTS OR B=BOTH: B VIEWING CASELOAD OF USER: C81285  
 TO SELECT, ENTER S=SELECT, R=RELEASE OR T=TRANSFER

Client Placement History List

REPORT/ SEL	CAPS-ID	NAME	DATE	TYP	GOAL	IND	R&R/ CLNT	CPHL
—	00001165	BRINKER, BONNIE	09/09/13	S	RTH		C	P
—	00001166	GREEN, GREGORY	09/09/13	A	RTH		C	P
—	00001167	HUDSON, HENRY	09/09/13	S	RTH		C	P
—	00001212	PICKLE, PAUL	12/18/13	S	RTH		C	P
—	00001163	PINK, PENNY	09/09/13	S	RTH		C	
—	00001131	BARKER CHILD	10/03/14	A			R	
—	00001130	DINKLE KIDS	10/03/14	A			R	
—	00001169	NEIGHBOR CHILD	06/24/16	A		Y	R	
—	00001112	NEIGHBOR CHILD	05/15/14	A			R	

TYP:  
A(ssigned)  
S(hared)  
R(ead only)

PATH: \_

- The Caseload List screen is used to select an open or closed client, a referral or a provider to work on or to transfer authority to another worker
- CSLL defaults to display B(oth) clients and reports for your caseload. You can update to display only clients or only reports, and you can also update the CASELOAD to view the caseload of another worker in your county (as long as you have the same supervisor).
- When a record is selected with an S, the client, provider or report is activated (loaded into the global record)
  - When ENTER is pressed, CLID, FACD or RRD1 will be displayed depending on if the selection is a client, a provider or a report
- If the user chooses the option to transfer a client by selecting with a T, the AXED (Assignment Detail) screen will be displayed
  - Multiple transfers or the transfer of an entire caseload is accomplished by selection of each client with the option (T)
  - The user will then cycle through transfer screen for each selected client, provider or report to enter the new worker number for transfer

## CLID - Client Detail

CAFSCLID	CLIENT DETAIL	07/11/2016	11:58
USER ID : C74142SW	MODIFY		
CAPS ID : 00001654	00	NAME: DOE, ANNETTE	
ADDRESS LINE1 : 345 FARKLE RD		OPEN FOR SERVICE (Y/N) : Y	
ADDRESS LINE2 :		EFFECTIVE DATE : 05/01/2016	
CITY : HELENA		CLOSURE DATE : 99/99/9999	
STATE/ ZIP : MT 59601 -		CLNT CATEGORY : CH CHILD	
TELEPHONE :		FINANCIAL CNTY: 25 LEWIS & CLARK	
WHOSE ADDRESS : PLP PLACEMENT PROVID		PLACEMENT TYPE: OUT OF HOME CARE	
HEIGHT : 5 2	WEIGHT : 105	EMERGENCY CONTACT PHONE: 406 444-5678	
HAIR : BRN BROWN		NAME : NANCY DOE (AUNT)	
EYES : GRN GREEN		BIRTHMOTHER MARRIED AT TIME OF BIRTH: N	
BIRTH DATE : 05/25/2005	AGE : 11	PREVIOUSLY ADOPTED : N	AGE :
ETHNICITY : CA		PREGNANT - DUE DATE:	
HSPNC ORGN : N		SPECIAL NEEDS :	NUMBER SIBLINGS: 2
RELIGION : LUT LUTHERAN		SSN : 987-98-7987	
CITIZENSHIP: US	U.S. CITIZEN		
SCHOOL NAME : CR ANDERSON MIDDLE SCHOOL		EXPECT TO GRAD. BY AGE 19:	
CONTACT NAME : DANIEL WEBSTER			
PHONE : 406 443-1234	DATE ENTERED 08/27/15 - LEFT 06/03/16	GRADE : 6	
			PATH: _

- This screen is used to capture and display detailed demographic information about a specific client
- Required fields on this screen are:
  - Birth date
  - Ethnicity
  - Hispanic Origin
  - Client Category
  - Financial County
  - Birthmother Married at Time of Birth (if Client Category is "CH" – child)
  - Previously Adopted (if Client Category is "CH" – child)
- If the ETHNICITY code is American Indian (AI) or Alaskan Native (AN) the system will automatically take you to the ICWD (Indian Child Welfare Detail) screen
  - Not required for DOC clients

## RELL - Relationship List

CAFSRELL  
USER ID : C74142SW MODIFY  
CAPS ID : 00001654 00

RELATIONSHIP LIST  
NAME: DOE, ANNETTE  
06/30/2016 9:58  
PAGE NO: 1

TO SELECT, ENTER I=INQUIRE, M=MODIFY, C=COPY OR D=DELETE

REL	DESCRIPTION	NAME	HH	PCLC	FR	SD	CAPS ID
BMR	BIRTH MOTHER	DOE, JANE	S	N	N	N	00001655
BRO	BROTHER	DOE, CARL		N	N	N	00001657
SIS	SISTER	DOE, BRANDY		N	N	N	00001656

--INDICATORS--

PATH: \_

This REL TYP code reflects how the listed person is related to Annette.

- This screen will display a list of other persons in the system that are associated with a specific person and describe their relationship to that person
- A person must have a CAPS ID in order to form a relationship with a primary person
- You can INQUIRE, MODIFY, COPY or DELETE relationship information
  - You can "C" (COPY) certain details to be associated with multiple people
- To ADD a person you would use the F11 function and add on the RELD (Relationship Detail) screen
  - If you do not know the CAPS ID for a person you want to ADD then you will have to do a person search
- SD (Secured Description): If a person's relationship is perpetrator, then a relationship of perpetrator would be indicated in the secured description on RELD
  - CAPS then creates the reverse relationship (RVS) for the victim to the perpetrator

## RELD - Relationship Detail

```
CAFSRELD                      RELATIONSHIP DETAIL                06/30/2016    9:54
USER ID : C74142SW MODIFY
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

PRIMARY PERSON CAPS ID : 00001654 NAME : DOE, ANNETTE
                                ADDRESS: 345 FARKLE RD

                                HELENA                        MT 59601 -
-----
PERSON ASSOC W/PRIMARY : 00001655 NAME : DOE, JANE
HOUSEHOLD IND (O/S)    : S        ADDRESS: 754 RIVER ROCK DR
PHYSICAL CUSTODY       : N
LEGAL CUSTODY          : N        HELENA                    MT 59602 - 0240
FINANCIALLY RESPONSIBLE: N

RELATIONSHIP TYPE      : BMR  BIRTH MOTHER
SECURED DESCRIPTION    :

COMMENTS :

SHFT+F12=FILL

                                PATH: _
```

- This screen is used to DISPLAY, MODIFY or ADD detail relationship information for a person who is related to a primary person
- The secured description field is only accessible to a worker with the appropriate security
  - This information can describe the relationship to a person, such as victim, perpetrator or possibly both
- After updating on RELD, additional relationships can be added to the primary by pressing the F11 key

## ADDL -Address List

```
CAFSADDL                      ADDRESS LIST                      07/18/2016    11:50
USER ID : C81285                      PAGE NO:    1
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE

  START
SEL  DATE    ACT TYP  ADDRESS                      CITY                      ST    DIR
-   05/01/16   Y   P   345 FARKLE RD                HELENA                      MT
-   05/01/16   Y   R   754 RIVER ROCK DR            HELENA                      MT

                                           PATH: _
```

- The Address List screen is used to display a history of addresses associated to a person in the CAPS system
  - The most recent record is displayed at the top of the list
  - The person may have only one open MAILING address, only one open RESIDENCE address but you may have multiple ALTERNATE addresses at a time
- On this screen you can INQUIRE, MODIFY or DELETE an address

```
CAFSADD      ADDRESS DETAIL      07/18/2016      11:48
USER ID : C81285      MODIFY
CAPS ID : 00001655    25      NAME: DOE, JANE

                        LAST UPDT: 06/30/2016 BY: C81285 SAYRE-BOX, JANE
ADDRESS TYPE   : R      RESIDENCE (PHYSICAL)
WHOSE ADDRESS  : SLF     SELF
ADDRESS LINE1  : 754 RIVER ROCK DR
                LINE2 :
CITY           : HELENA
STATE          : MT      ZIP CODE : 59602 - 0240
FOREIGN ADDR   :
COUNTRY        :                      CANADIAN PROV:
COUNTY        : 25      LEWIS & CLARK
TELEPHONE      : 406 444-4444

START DATE     : 05/01/2016      END DATE : 99/99/9999

DIRECTIONS     :
                :
                :
```

- ## Probation and Parole Training Guide – Person/Client Setup

## EMPL - Employment History

```
CAFSEMP      EMPLOYMENT HISTORY      07/11/2016    10:01
USER ID : C74142SW MODIFY              PAGE NO: 1
CAPS ID : 00001655    25    NAME: DOE, JANE

TO SELECT, A=ADD, M=MODIFY OR D=DELETE
SEL
- PROVIDER NUMBER :
  NAME : WALMART                                PHONE:
  ADDR1: 123 PROSPECT                          START DATE: 01/05/2016
  ADDR2:                                         END DATE: 99/99/9999
  CITY : HELENA                                STATE: MT    ZIP CODE: 56901 -
  OCC: CUSTOMER ASSOCIATE
  INCOME: 11.25/HR                            STATUS: FT    FULL-TIME
  HOURS PER MONTH: 40
- PROVIDER NUMBER :
  NAME :                                         PHONE:
  ADDR1:                                         START DATE:
  ADDR2:                                         END DATE:
  CITY :                                         STATE:      ZIP CODE: -
  OCC:
  INCOME:                                         STATUS:
  HOURS PER MONTH:
```

PATH: \_

- This screen is used to record and display information about a person's employment
- You can ADD, MODIFY or DELETE employment information on this screen
- Enter the name of the EMPLOYER, START and END DATES (if applicable) of employment, ADDRESS, OCCUPATION and SALARY information for each job
  - Use monthly salary (before deductions) for income
- If a person is associated with a provider in CAPS, that information will display if it has been entered on PRPL (Provider Person List)
- Employment records are displayed in reverse chronological order (most current first)
  - The most current employment record will display at the bottom of the PERD (Person Detail) screen